



November 1, 2011

Guidance Directive 2011-04

Intern and Trainee Categories: Form DS-2019 Allotment for the Remainder 2011 Calendar Year, Partial DS-2019 Allotment, and the Transfer of Forms DS-2019

This Guidance Directive is to assist sponsors in resource planning for the remaining 2011 calendar year, to provide guidance to ensure that sponsors have an adequate supply of Forms DS-2019 on hand to process the paper work for potential participants with a program start date of January 1, 2012 or after, and to clarify the procedures for requesting a program expansion. The J-1 Exchange Visitor Program is undergoing a review. The Department has determined that no program expansions for the Intern and Trainee categories will be authorized for the remainder of 2011.

The Department is prepared to accept a SEVIS request from sponsors for a partial advance allotment after November 1, 2011 for potential participants with a program start date of January 1, 2012 or after. Sponsors may submit a request in SEVIS for the balance of their form allotment for calendar year 2012 after the submission of their Annual Report, due January 31, 2012.

Transfer of Forms

It has recently come to my attention that some Sponsors that hold designation in both the Trainee and Intern categories have, in the past, been permitted to transfer Forms DS-2019 between these program categories. This practice is prohibited by regulation. Authorization to transfer DS-2019 Forms from the Trainee category to the Intern category was intended for the express purpose of the **initial split** from the former Specialty/Non Specialty training program to the new Trainee and Intern categories. This transfer enabled sponsors to make an initial adjustment regarding the Form allotment in these two programs to establish initial program size based on the new definitions and the sponsor business concerns.

The Intern and Trainee categories are separate and distinct programs. Additional forms for any J-1 category beyond the initial or established annual allotment is considered a Program Expansion.

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Intern and Trainee Categories: 2011-2012 Form Allotments

Procedures for requesting an increase in the number of program participants can be found in Volume One of the **User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS**, available on our website at <http://jvisa.state.gov>.

Thank you for your attention to these matters. If you have any questions, please email Beth Melofchik, (MelofchikBX@state.gov) the Program Analyst for the Intern and Trainee categories.

A handwritten signature in black ink, appearing to read "Rick A. Ruth". The signature is stylized and written in a cursive-like font.

Rick A. Ruth
Deputy Assistant Secretary
for Private Sector Exchange, Acting